

INSTRUCTIONS: AmeriCorps Education Awards Program Budget Form

Please type budget form or recreate comparable form on the computer. Round all figures to the nearest dollar.

Program Cycle

- Check the program cycle that corresponds with the year in which you submitted a new application to the Corporation. Give the program year within the program cycle that this budget will cover.

Original/Revised

- Use this budget form for the original and all revised budgets. At the beginning of each program year, you will submit an original budget for that program year. If necessary, you should mark subsequent budget revisions as such with the date of revision.
- You must attach a budget narrative to the budget form. On a separate page, briefly explain each of the budget request line items.

Legal Applicant/Program Name/Site Location

- From the title page, copy the name of the Legal Applicant (item 2) and name of the Program (item 4).

Box 1

- In column II indicate the number of members in each category. If you have reduced part-time members other than summer members, indicate the number of hours they will serve in the appropriate space.
- In column III, calculate the number of FTE (full-time equivalents) using the formulas listed in the box. At the bottom of column III, indicate the total number of FTE for the program by adding all numbers in column III.

Budget Request (may not exceed \$500 per full-time equivalent)

- **Staff.** Indicate cost for staff directly supporting AmeriCorps Education Award Program.
- **Program Costs:** Indicate program management costs in specific categories, and include additional categories of program management costs as needed.

Budget Narrative:

- On a separate page, briefly explain each of the budget request line items. If you are applying for the first year of the program, include projected budgets for years 2 and 3. If you are submitting information for the second program year, include a projected budget for year 3. You do not have to describe each line item of the projected budget, but you should indicate the line items that you expect to increase or decrease in future years.